



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

APR 21 2017

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

Kevin Chmielewski

(b) (6)

Dear Mr. Chmielewski:

Congratulations! You have been selected for an appointment with the U.S. Environmental Protection Agency (EPA). This is to officially inform you of your position as Director of Scheduling and Advance, located in the Office of the Administrator, Immediate Office; Washington, DC.

This position is an Excepted Service Administratively Determined (AD) position. Pursuant to the authority vested in the Administrator under Public Law 95-190, your compensation for this position has been set at \$115,755 per annum. Your acceptance of this position means that: (1) your position is not in the competitive service; (2) you will serve at the pleasure of the Administrator; and (3) termination of your appointment may occur at anytime upon notice thereof. During a change in Administration, each position is generally reviewed on a case-by-case basis to determine if they meet the needs of the new Administration's goals and objectives for the Agency.

Information About Your Position

- ▶ Your annual salary will be \$115,755;
- ▶ Your immediate supervisor will be Ryan Jackson, Chief of Staff to the Administrator; your second level supervisor will be E. Scott Pruitt, Administrator;
- ▶ You will work a full-time schedule;
- ▶ You will be subject to a pre-employment drug test. If your test results are not favorable, your appointment will be terminated; and
- ▶ Your position has been designated by our Personnel Security Office as a High Risk position. This designation will require your position to be subject to random drug testing procedures.

The effective date of your appointment is April 23, 2017. We ask that you report for employee orientation on **Monday, April 24, 2017 at 8:30 am**. You will be met at the William Jefferson Clinton North guard station. When you arrive at the guard station, please call Charles Munoz on (b) (6) or Sharnett Willis on (b) (6). One of them will meet you at the guard's station in order to sign you into the building.

You can reach the Agency by taking the Metro Commuter Rail. Board the Blue or Orange line train and get off at the Federal Triangle Metro Stop. Enter the U.S. Environmental Protection Agency William Jefferson Clinton North Building on your immediate right.

What to Bring on Your First Day Monday, April 24, 2017

► You should go to the links below to access the forms. Please complete and bring the forms with you on Monday, April 24th.

- a. Optional Form 306, Declaration for Federal Employment -
https://www.opm.gov/forms/pdf_fill/of0306.pdf
- b. Standard Form 144, Statement of Prior Federal Service -
https://www.opm.gov/forms/pdf_fill/SF144.pdf
- c. Standard Form 256, Self-Identification of Disability -
https://www.opm.gov/forms/pdf_fill/st256.pdf
- d. Standard Form 181, Ethnicity and Race Identification -
https://www.opm.gov/forms/pdf_fill/sf181.pdf
- e. Form 2231, FastStart Direct Deposit (need a voided check) -
<https://www.fiscal.treasury.gov/fsservices/gov/pmt/efi/2231.pdf>
- f. Tax form (federal) - <https://www.irs.gov/pub/irs-pdf/fw4.pdf>

- Document(s) to establish your identity and employment eligibility (e.g., a current passport, certificate of U.S. citizenship, and/or a current copy of your driver's license)
- Social Security card issued by the Social Security Administration.
- Voided check (if you will be moving your direct deposit to another financial institution)

If you are unable to produce the required document(s) you must produce a receipt showing that you have applied for the document(s). You will have three days to bring the original document(s) to your local Human Resources Office.

Benefits

As a non-temporary appointee, you are entitled to the same Federal Benefits package provided to General Schedule employees including:

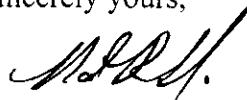
- 10 paid Federal Holidays per year
- 13 days of sick leave each year based on the hours earned each pay period
- 13 to 26 days of vacation, depending on your years of employment based on the hours earned each pay period
- National recognized health insurance model that offers choice and flexibility along with substantial employer contributions to premiums. Employee share of premiums can be paid with pre-tax dollars: <http://opm.gov/insure/health/index.asp>

- ▶ Group Term Life Insurance Program
- ▶ Long-term Care Insurance
- ▶ Federal Employees Retirement System (FERS-FRAE) based on years of service. If it is determined that you have creditable service to place you in another retirement system, we will do so after obtaining all previous service records.
- ▶ Thrift Savings Plan (TSP), a self-directed retirement savings program through multiple investment options similar to a 401(K) plan

After your orientation, please schedule an appointment with Karmel Ferebee, Executive Resources Division Benefits Specialist, on (b) (6) to discuss your employee benefits. It is very important that you make contact with Ms. Ferebee within your first week of employment to establish your benefits.

We are pleased that you have chosen the U.S. Environmental Protection Agency as your place of employment and look forward to welcoming you to the Agency. We hope that you will find your new assignment both challenging and rewarding. If you have questions or concerns, please feel free to call me.

Sincerely yours,



Howard Barnett
Executive Resources Staff
Office of Human Resources



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

MAY 11 2017

Kevin Chmielewski

(b) (6)

Dear Mr. Chmielewski:

Congratulations! You have been selected for an appointment with the U.S. Environmental Protection Agency! This is to officially inform you of your position of Director of Scheduling and Advance. This position is located in the Office of the Administrator, Immediate Office; Washington, DC.

The position to which you are being appointed is under Schedule C of 5 CFR, part 6 and part 213. Schedule C positions are excepted from the competitive service based on either their confidential or policy-determining nature.

Your acceptance of this position means that: (1) your position is not in the competitive service; (2) you will serve at the pleasure of the Administrator; and (3) termination of your appointment may occur at anytime upon notice thereof. During a change in Administration, each position is generally reviewed on a case-by-case basis to determine if they meet the needs of the new Administration's goals and objectives for the Agency.

Information About Your Position

- ▶ Your grade and step will be GS-0301-14, step 2;
- ▶ Your annual salary will be \$115,755;
- ▶ Your immediate supervisor will be Ryan Jackson, Chief of Staff to the Administrator; your second level supervisor will be E. Scott Pruitt, Administrator;
- ▶ You will work a full-time schedule; and
- ▶ Your position has been designated by our Personnel Security Office as a High Risk position. This designation will require your position to be subject to random drug testing procedures.

Benefits

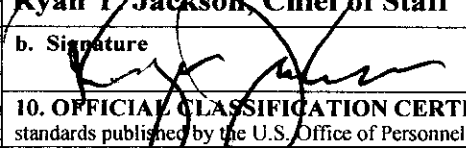
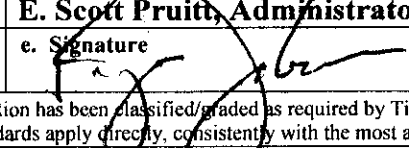
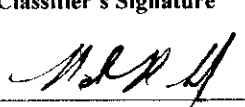
Your elected employee benefits will carry over from your previous Administratively Determined (AD) appointment to your new permanent Schedule C appointment. Because you are a current EPA employee, you cannot make any changes to your elected benefits until the scheduled open season period. If you have any questions regarding the open season period for employee benefits, please call Karmel Ferebee on (b) (6)

We are pleased that you have chosen to continue your Federal career at the U.S. Environmental Protection Agency. We hope that you will find your new assignment both challenging and rewarding. If you have questions or concerns, please feel free to call me on (202) 564-0394.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'H. Barnett', with a stylized flourish at the end.

Howard Barnett
Executive Resources Division
Office of Human Resources

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EPG511011	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Director of Scheduling and Advance	GS	0301	14	
4. Supervisor's Recommendation	Director of Scheduling & Advance	GS	0301	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE CHMIELEWSKI, Kevin D.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		c.			
b. OFFICE OF THE ADMINISTRATOR		f.			
c. Immediate Office		g.			
d.		h. Employing Office Location Washington, DC			
		i. Organization Code A00000000			
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.					
<input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.					
<input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).					
<input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.					
<input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.					
<input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ryan T. Jackson, Chief of Staff			d. Typed Name and Title of Second-Level Supervisor E. Scott Pruitt, Administrator, EPA		
b. Signature 		c. Date 4/25/17	e. Signature 		f. Date 4/25/17
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation (b) (6) Low Moderate High Security Clearance Required: (b) (6)		c. Financial Disclosure Form OGE-450 Required OGE-278 Required No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code	
g. Bargaining Unit Code 6846		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (% of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature 	
				j. Date 05/02/17	
11. REMARKS (b) (6)					

DIRECTOR OF SCHEDULING AND ADVANCE
GS-0301-14

INTRODUCTION

This position is located in the Immediate Office of the Administrator. The incumbent serves as the Director of Scheduling and Advance for the Administrator and is responsible for strategic scheduling and advance functions for the Administrator.

The incumbent of this position requested for Schedule C exception will not be able to adequately perform his duties without being privy to the political, personal, and management philosophies of the Administrator. A confidential relationship of a Schedule C nature is imperative as the incumbent will speak for the Administrator and, as such, will be expected to reflect her philosophies in conversation with leading figures of the government, businesses and other groups. The incumbent may also be obliged to present the views of the Administrator in correspondence and other communications with agency managers and program officials.

MAJOR DUTIES AND RESPONSIBILITIES

Serves as Director of Scheduling and Advance with the responsibility of leading the strategic operations for the Administrator. Exercises responsibility for handling day-to-day management of issues and the supervision of the scheduling and advance staff. In this capacity, the incumbent serves as the Chair of the Administrator's Scheduling Review Team. Incumbent exercises management responsibility over staff members, making assignments, determining duties and priorities, and evaluating employee performance.

Oversees the arrangements of trips, including all planning and advance arrangements, review of invitations, selection of speaking forums, and, in coordination with the Multi Media Operations and Services Staff and other offices, arranges for press conferences, television and other media appearances. This involves dealing with high ranking officials of the Agency, Congress, the White House, other Federal departments and agencies, State and local governments, scientific and research groups and associations, industry, public interest groups, foreign governments and the media.

Serves as personal representative for the Administrator in personal contacts with high ranking officials of the Agency, members of Congress, White House representatives, scientific and research groups and associations, foreign governments, and others. Ascertains the reasons for the visit and decides with the Director of Operations whether the matter to be discussed is of sufficient importance to warrant the personal attention of the Administrator. In cases which require the Administrator's attention, the incumbent schedules appointments, determines which take precedence, decides when an appointment may be interrupted, cancelled, rescheduled, etc., without prior approval. When the matter does not require the personal attention of the Administrator but deals with highly technical or sensitive information, refers the matter to the

proper official. On matters which are covered by established policies, explains procedures based on own knowledge of the Administrator's thinking.

Maintains the Administrator's daily calendar of appointments, establishing priorities and scheduling, shifting and declining appointments; accepting or declining requests for meetings. Collaborates with the Chief of Staff and Director of Operations as needed.

Manages the Administrator's long-term planning, briefing material preparation, and traveling operations. In consultation with the Director of Operations, makes decisions on advantageous utilization of the Administrator's time while on travel, arranging for press conferences, television and other media appearances. This involves dealing with high ranking officials of the Agency, the White House, other federal agencies, state and local governments, industry, public interest groups, foreign governments, and the media. Tact, discretion, judgment and resourcefulness are essential in handling these activities. This responsibility includes strategic scheduling and coordination with the regions and program officials, including travel and announcements on new initiatives.

Analyzes and evaluates specific arrangements and other requirements for meetings, conferences, and unique events that are considered highly confidential. Exercises judgment and, when necessary, makes decisions on behalf of the Director of Operations on procedures and methods for fact gathering, problem solving, and negotiations. These assignments require the utmost tact, diplomacy and perception regarding the subject and attendees. Informs senior management of applicable developments and concerns about all arrangements. Prepares reports and analyses for presentation to supervisor and makes recommendations regarding appropriate courses of actions.

Oversees the planning and coordination of the Administrator's schedule, including all meetings, conferences and travel. This involves contact with key program officials in the Agency, as well as throughout the Executive and Legislative Branches of Government, public interest groups, etc.

Performs a variety of special assignments, many of a confidential nature, sometimes with specific instructions but more often with only a general outline of what is desired. Provides this information to the supervisor through personal briefings. Makes recommendations on decisions and courses of action. Those assignments may be narrow and specialized in scope or may be broad-based, touching upon wide program areas or activities within or outside the agency.

SUPERVISORY GUIDE FACTORS

Program Scope and Effect

Factor 1-3

550 points

Directs a segment of a professional, highly technical, or complex administrative program. Involves the development of major aspects of key Agency scientific, legal, administrative, regulatory, policy development or comparable, highly technical program.

Organizational Setting

Factor 2-3

350 points

The position is accountable to a position that is SES level, or equivalent or higher level; or to a position which directs a substantial GS-15 or equivalent subordinate supervisors, officers, contractors, or others.

Supervisory/Managerial Authority Exercised

Factor 3-2

450 points

Exercises at least nine of the following supervisory authorities and responsibilities:

- Provides technical requirements and descriptions of the work to be accomplished.
- Plan and establish the work schedules, deadlines, and standards for acceptable work; coordinate and integrate contractor work schedules and processes with work of subordinates or others;
- Track progress and quality of performance; arrange for subordinates to conduct any required inspections;
- Plan work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work;
- Assign work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees;
- Give advice, counsel, or instruction to employees on both work and administrative matters;
- Interview candidates for positions in the unit; recommend appointment, promotion, or reassignment to such positions;
- Hear and resolve complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager;
- Effect minor disciplinary measures such as warnings and reprimands, recommending other actions in more serious cases;
- Identify developmental and training needs of employees, providing or arranging for needed development and training.
- Find ways to improve production or increase the quality of work directed;
- Develop Performance standards.

Personal Contacts

Nature of Contacts

Factor 4A-3

75 points

Contacts include those which take place in meetings and conferences and unplanned contacts for which the employee is designated as a contact point by higher management. They often require

extensive preparation of briefing materials or up to date technical familiarity with complex subject matter. Frequent contacts are comparable to any of the following:

- High ranking military or civilian managers, supervisors, and technical staff at bureau and major organization level of the Agency; with Agency headquarters administrative support staff, or with comparable personnel in other Federal agencies;
- Key staff of public interest groups (usually in formal briefings) with significant political influence or media coverage;
- Journalists representing influential city or county newspapers or comparable radio or television coverage;
- Congressional committee and subcommittee staff assistants below staff director or chief counsel levels;
- Contracting officials and high level technical staff of large industrial firms;
- Local officers of regional or national trade associations, public action groups, or professional organizations; and /or State and local government managers doing business with the Agency

Purpose of Contacts

Factor 4B-3

100 points

The purpose of contacts is to justify, defend, or negotiate in representing the project, program segment(s), or organizational unit(s) directed, in obtaining or committing resources, and in gaining compliance with established policies, regulations, or contracts. Contacts at this level usually involve active participation in conferences, meetings, hearing, or presentations involving problems or issues of considerable consequence or importance to the program or program segment(s) managed.

Difficulty of Typical Work Directed

Factor 5-8

1030 points

The highest graded non-supervisory work directed, which requires at least 25% of this position's duty time, is GS-13 or higher, or equivalent.


Other Conditions

Factor 6-6

1325 points

Supervision and oversight involves exceptional coordination and integration of a number of very important and complex program segments or programs of professional, scientific, technical, managerial, or administrative work comparable in difficulty to GS-13 or higher level.

Supervision and resource management involves major decisions and actions which have a direct and substantial effect on the organizations and programs managed.

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EPES13007	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
		b. Title		c. Pay Plan	d. Series
Official Allocation	Deputy Chief of Staff for Operations		ES	0340	00
4. Supervisor's Recommendation		Deputy Chief of Staff for Operations		ES	0340
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE		
			Kevin Chmielewski		
7. ORGANIZATION (Give complete organizational breakdown)			c.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of the Administrator			g.		
c. Immediate Office			h. Employing Office Location Washington, DC		
d.			i. Organization Code A0000000		
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor		
Ryan Jackson, Chief of Staff			E. Scott Pruitt, Administrator		
b. Signature		c. Date	e. Signature		f. Date
		7/2/17			7/2/17
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation		c. Financial Disclosure Form		d. "Identical, Additional" (IA) Allocation This position	
<input type="checkbox"/> Low <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> High Security Clearance Required: (b) (6)		<input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		<input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
e. FLSA Determination		f. Functional Classification Code			
<input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Executive					
g. Bargaining Unit Code		h. Check, if applicable:		i. Classifier's Signature	
88886		<input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___% of time) <input type="checkbox"/> This position is subject to random drug testing (___)			
j. Date					
		07/05/17			
11. REMARKS <div style="background-color: black; width: 100%; height: 40px; margin-top: 5px;"></div>					

DEPUTY CHIEF OF STAFF FOR OPERATIONS
ES-0340-00

Major Duties and Responsibilities

1. Serves as Deputy Chief of Staff to the Administrator and provides advice and counsel on policy development, planning, coordination, and legislative matters as they relate to the programs of the Agency. Maintains a continuous awareness of the major national policies relating to the programs of EPA and the policies and programs supported and advocated by the Congress and the Administration in order to make recommendations to the Administrator concerning the development and implementation of major policies and programs of the Agency.
2. Represents the Administrator and the Agency with the White House Cabinet Affairs on a wide range of programmatic policy issues. As such, ensures all environmental policy and programmatic issues and impacts are considered in all regulations and policies being promulgated across the federal government.
3. Serves as a key Agency contact on Homeland Security issue in dealings with the White House and other federal departments and agencies. Ensures all national environmental vulnerabilities are identified and addressed to protect our nation's environment and the public's health and well-being.
4. Represents the Chief of Staff in meetings or conferences with other government agencies. Provides information and advice concerning the Agency's activities and programs and interprets existing proposed plans and programs. Stimulates interest, elicits support, works out agreements at all levels, and advises the Chief of Staff on what courses of action should be taken. Applies a broad and comprehensive knowledge of programs to promote plans and policies of particular concern to the Chief of Staff.
5. Establishes contacts at the highest levels in order to develop information, evaluate findings, and prepare reports incorporating conclusions and specific recommendations pertaining to the Agency's activities. Ensures that top management officials are fully aware of various environmental issues, many of which may be particularly sensitive or controversial. Must keep currently alert and informed on all pertinent proposals, policies and programs of agency-wide scope and on sensitive policy issues. These issues are broad based, touching upon wide program areas of activities and involving relationships with other government agencies, various interest and media groups.
6. Responsible for keeping currently alert and informed on all policies, programs and procedures of an agency-wide scope and knowledgeable of substantive programs and organizational interrelationships. Assists in the compilation and review of all briefing materials for the Administrator's use for public appearances and out-of-town engagements to ensure that the documents reflect the Administrator's point of view, pertinent Agency policy and the Administration's priorities. The incumbent must anticipate which issues may be particularly sensitive or controversial to ensure that the Administrator has the necessary background information in advance of her engagements.
7. Independently investigates the environmental and social impact of existing and proposed Agency programs, assessing the real or potential impact on programs and providing definitive

policy or program alternatives to minimize or solve highly sensitive problems. Designs policy strategies for uniform remedies to be applied on a categorical basis.

8. Represents the Chief of Staff at all levels of government, including Federal, state, municipal, and county agencies as well as private industry and citizen groups. Provides information and advice concerning the Environmental Protection Agency's activities and programs and interprets existing and proposed plans and policies. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Chief of Staff and of special significance to the national environmental protection effort. Stimulates interest, elicits support, works out agreements at all these levels, and advises the Chief of Staff on courses of action which should be taken.

9. Provides advice to the Chief of Staff and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational or program matters. Arranges for the implementation of specific policies and solutions developed, including making action assignments to the appropriate organizational element.

10. Attends conferences for the Chief of Staff within EPA to convey her point of view, desired emphasis, and goals. Assesses the impact and subsequent relevance of matters discussed and enlists cooperation and stimulates contributions from Agency staff in developing new, imaginative approaches to problems and objectives. Briefs the Chief of Staff on matters discussed and recommendations made.

11. At the direction of the Chief of Staff, monitors and assesses the actions involved in organizing, evaluating and coordinating specific Agency management programs so as to achieve the policy objectives decided upon by the Chief of Staff with special emphasis on those programs and projects assigned to the incumbent for development and/or execution. As requested, reviews resources, planning and manpower data and assesses the allocation and utilization of resources required to accomplish specific portions of the Agency's management programs within the parameters established by legislation, OMB, and/or Agency policy. Recommends changes or improvements, as required.

12. In the absence of the Chief of Staff, assumes full responsibility for all political duties, as assigned.

13. Performs other duties of a close and confidential nature, as assigned.

Supervisory Controls

Receives broad general direction and policy guidance from the Chief of Staff. Within this framework, incumbent is allowed wide latitude in the exercise of initiative and judgment in performing assigned duties in a highly independent manner. Work is subject to review only for attainment of overall objectives and compliance with broad policies.

FPPS 5/18/17

SRO Approval

John E Reeder

REQUEST FOR PERSONNEL ACTION

1. Actions Requested <i>Commission ID</i>		Schedule C. Appt.		2. Request Number IO-2017-094	
3. For Additional Information Call (Name and Telephone Number) Ramona Mullen-Miles				Local Tracking No:	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson, Chief of Staff			6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt, Administrator		
1. Name CHMIELEWSKI, Kevin David		2. Social Security Number (b) (6)		3. Date of Birth (b) (6)	
4. Effective Date 05-14-17					
5-A. Code 570		5-B. Nature of Action ECON to Exc ADST		6-A. Code	
5-C. Code VTM		5-D. Legal Authority Sch C 33M		6-B. Nature of Action	
5-E. Code		5-F. Legal Authority		6-C. Code	
				6-D. Legal Authority	
6-E. Code		6-F. Legal Authority		6-F. Legal Authority	
7. FROM: Position Title and Number <i>Same</i>				15. TO: Position Title and Number Director of Scheduling and Advance	
8. Pay Plan AD		9. Occ. Code 0301		10. Grade or Level 00	
11. Step or Rate 00		12. Total Salary		13. Pay Basis PA	
16. Pay Plan GS		17. Occ. Code 0301		18. Grade or Level 14	
19. Step or Rate 02		20. Total Salary/Award \$115,755.00		21. Pay Basis PA	
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay	
12D. Other Pay		20A. Basic Pay		20B. Locality Adj.	
20C. Adj. Basic Pay		20D. Other Pay			
14. Name and Location of Position's Organization <i>Same</i>				22. Name and Location of Position's Organization A0000000 - U.S. EPA, Office of the Administrator, Immediate Office	
23. Veterans Preference (b) (6)		24. Tenure 3		25. Agency Use	
26. Veterans Preference (b) (6)		27. FEGLI (b) (6)		28. Annuitant Indicator 9	
29. Pay Rate 0		30. Retirement Plan RR		31. Seniority Code (b) (6)	
32. Work Schedule F		33. Part Time Hours Per Biweekly Pay Period 00		34. Position Occupied 2	
35. FLSA Category E		36. Appropriation Code 1718 B 11A ZZZME8		37. Bargaining Unit Status 8888	
38. Duty Station Code 11-0010-001		39. Duty Station Washington, DC			
40. Agency Data		41.		42.	
43.		44.			
45. Educational Level 04		46. Year Degree Attained		47. Academic Discipline	
48. Functional Class		49. Citizenship 1 - USA 8 - Other		50. Veterans Status A	
51. Supervisory Status S					
1. Office/Function		Initials/Signature		Date	
A.				D. Staffing	
B.				E.	
C.				F.	
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.				Signature <i>Quentin L...</i>	
				Approval Date 5/18/17	

CONTINUED ON NEXT PAGE

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES☐ NO

___ OGE 450 Not Required

___ OGE 450 Required

Signed: _____, DEO

PART E - Employee Resignation/Retirement**Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

SRO Approval

John E Reeder

REQUEST FOR PERSONNEL ACTION

FPRS
2/20/17

1. Actions Requested Conversion to NCL SES Appt		2. Request Number IO-2017-110	
3. For Additional Information Call (Name and Telephone Number) Ramona Mullen-Miles		Local Tracking No:	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson, Chief of Staff		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt, Administrator	
4. Proposed Effective Date ASAP			

1. Name CHMIELEWSKI, Kevin David	2. Social Security Number (b) (6)	3. Date of Birth	4. Effective Date 07-16-17
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5-A. Code 546	5-B. Nature of Action Conv to SES Non-Career Appt	6-A. Code	6-B. Nature of Action
5-C. Code V4L	5-D. Legal Authority 5 U.S.C. 3394(a) Non-Career	6-C. Code	6-D. Legal Authority
5-E. Code AWM	5-F. Legal Authority and OPM Form 1652 dated 07-13-17	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number Director of Scheduling and Advance	15. TO: Position Title and Number Deputy Chief of Staff for Operations 13007
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8. Pay Plan GS	9. Occ. Code 0301	10. Grade or Level 14	11. Step or Rate 02	12. Total Salary \$115,755.00	13. Pay Basis PA	16. Pay Plan ES	17. Occ. Code 0340	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award \$140,000	21. Pay Basis PA
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				

14. Name and Location of Position's Organization A0000000 - U.S. EPA, Office of the Administrator, Immediate Office	22. Name and Location of Position's Organization A0000000 - U.S. EPA, Office of the Administrator, Immediate Office
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23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Nonresizable 6 - 10-Point/Nonresizable/20%	24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite	25. Agency Use	26. Veterans Preference YES NO for RIF
27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part Time Hours Per Biweekly Pay Period

34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Exempt Service 4 - SES Career Reserved	35. FLSA Category E	36. Appropriation Code 1718 B 11A ZZZME8	37. Bargaining Unit Status 8888
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38. Duty Station Code 11-0010-001	39. Duty Station Washington, DC
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40. Agency Data	41.	42.	43.	44.		
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other	50. Veterans Status	51. Supervisory Status S

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D. Staff	Ann Hackley	07-19-17
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature Ann Hackley	Approval Date 07-19-17
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(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

___ OGE 450 Not Required

___ OGE 450 Required

Signed: _____, DEO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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M39: Creditable Military Service: (b) (6)

M40: Previous Retirement Coverage: Previously Covered

M45: Employee is automatically covered under FERS.

M38: Frozen Service: 00-00

T55: Tenure as used for U. S. C. is not applicable to the Senior Executive Service.

ZZZ: This position is designated for Drug Testing.

FPPS
4/24/17

SRO Approval John E Reeder

John E Reeder

Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-6239

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 52

M01: Appointment Affidavit executed 04-24-17
M39: Creditable Military Service: (b) (6)
M40: Previous Retirement Coverage:
M45: Employee is automatically covered under FERS.
K18: Employee position is at the full performance level.
ZZZ: This position is designated for Drug Testing.
ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.
F01: Appointment is Indefinite.